

Georgia Department of Natural Resources

Historic Preservation Division

Lonice C. Barrett, Commissioner

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DOCUMENTATION REQUIRED FOR REVIEW OF PROJECTS UNDER SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT

At a minimum, the Historic Preservation Division (HPD), Georgia State Historic Preservation Office (SHPO), requires the following information in order to review projects in accordance with Section 106 of the National Historic Preservation Act, as amended. Please note that responsibility for preparing documentation for Section 106 review, including the identification of historic resources and the assessment of potential effects resulting from an undertaking, rests with the Federal agency or its designated applicant. The role of the SHPO is to review, comment, and consult with federal agencies, applicants, and consultants during the Section 106 process.

Written Documentation

1. Project description, including:
 - Name of federal agency and applicant applying for federal funds, permit, and/or license
 - Description of the proposed project and project site; including information on whether it is new construction, rehabilitation, renovation, etc.
 - Any known background history of the site, such as approximate dates of construction of extant buildings, history of the property, and how it relates to adjacent properties
 - Justification of the Area of Potential Effect (APE), which Under 36 CFR Part 800.16, is defined as "the geographic area or areas within which an undertaking may cause changes in the character or use of historic properties, if any such properties exist." The APE should reflect the potential visual and physical effects to the setting of any historic resources, this includes any resources that may exist on the project site and those adjacent
 - Determinations of eligibility for inclusion in the National Register of Historic Places of all historic resources that are fifty (50) years of age or older that may be affected by the proposed project, including any potential historic districts, buildings, structures, objects or sites. Please use National Register Bulletin 15 and other published sources, such as "House Types in Georgia", available from HPD. For agricultural properties, such as farmhouses with one or more outbuildings, please also utilize *Tilling the Earth: Georgia's Historic Agricultural Heritage: A Context*, available on the HPD web site
 - Assessment of effects to all National Register listed or eligible resources within the proposed APE. Include information on what type of effect such as direct physical (i.e. rehabilitation, new construction, demolition) or indirect effects such as visual effects to historic neighborhoods, commercial downtowns, etc.
 - Adverse Effect Assessments should include discussion of alternatives considered that avoid, reduce or minimize the potential adverse effect to historic resources
 - For projects involving alteration or rehabilitation, include a detailed work write-up, existing floor plans, proposed floor plans, and elevations
2. Archaeological Assessment:
 - Completion of a Georgia Archaeological Site File search (for information on known archaeological resources in project area) and an archaeological survey of the proposed project area (where ground-disturbance will take place) is not currently required by HPD for Section 106 reviews, however it is strongly recommended
 - After review of the initial documentation submitted for a proposed project, HPD archaeological review staff reserve the right to request archaeological surveys by a qualified archaeologist if determined warranted

Research

(Please note that historical and archaeological background research is supplementary to a thorough field survey, and does not replace it.)

3. Background research for previously identified historic resources within a proposed APE should be undertaken at HPD including the National Register of Historic Places files, county architectural surveys, and identified sites files
 - **To make an appointment, please call (404) 651-5911**
4. Background research at the Georgia Archaeological Site File is recommended
 - Research can only be undertaken by a qualified archaeologist or Site File staff
 - **To contact the Georgia Archaeological Site File, please call (706) 542-8737**

Maps

5. Full-page color USGS Quad/Topographic map(s), of high resolution (i.e. details clearly visible), used to illustrate the following:
 - Proposed project location/project "footprint"
 - APE
 - Location of historic resources (for listed or proposed districts, please include National Register boundaries or proposed boundaries)
 - Photograph key (showing location of shot and direction of view with numbers, arrows and/or other readable symbols)
 - Use of multiple maps (such as street maps or site plans) is encouraged to illustrate high volume of photographs, details in the landscape, etc.

Photographs

6. Photographs must be:
 - Original 35 mm or high-quality (at least 300 dpi) digital color images, printed to no less than 3 ½ x 5 inches.
 - All photographs must be keyed to a map showing location and direction of view.
 - Photographs should include the proposed project site and all four directions, as well as views of all resources in the APE that appear to be 50 years of age or older. For large national Register eligible/listed districts, it is acceptable to submit representative streetscapes.
 - Aerial photographs are also beneficial, although they must be of sufficient quality to show topography and landscape details.
 - Please note that any structures/sites that are individually labeled on the quad map, such as cemeteries, schools, State/National Parks, Battlefields, etc. located within the proposed APE should be photographed and discussed within the text as to whether they are extant and/or potentially historic.

HPD's ability to complete a timely Section 106 review largely depends on the quality of the material submitted. Some applicants may find it advantageous to hire a historic preservation professional with expertise in architectural history and/or archaeology.

Submittals should be addressed to:
Dr. W. Ray Luce, Division Director,
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Historic Preservation Division
47 Trinity Avenue, SW
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Atlanta, Georgia 30334-9006

**PLEASE NOTE THERE IS A THIRTY (30) DAY REVIEW AND COMMENT PERIOD
FOR ALL PROJECT SUBMITTALS**

HPD/DNR/June/1/ 2004